

**CIVILIAN PERSONNEL OPERATIONS CENTER
KOREA REGION**



KOREAN NATIONAL EMPLOYMENT SERVICES DIVISION

STANDARD OPERATING PROCEDURES

PERSONNEL ACTION REQUEST (PAR) FOR KN RECRUITMENT ACTION

(OPEN CONTINUOUS ANNOUNCEMENT)

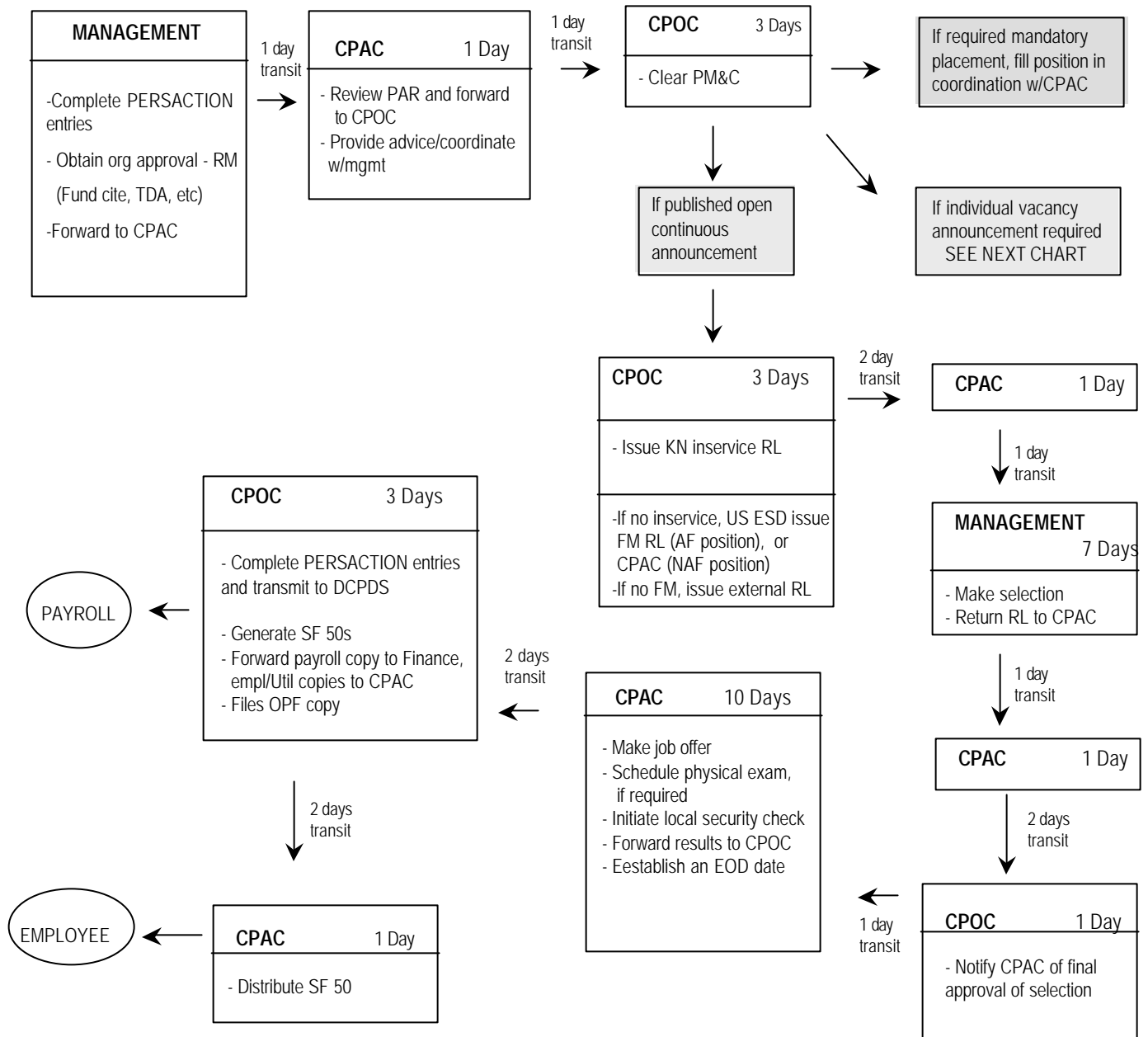
AUGUST 1997

APPENDIX

Business Process Maps

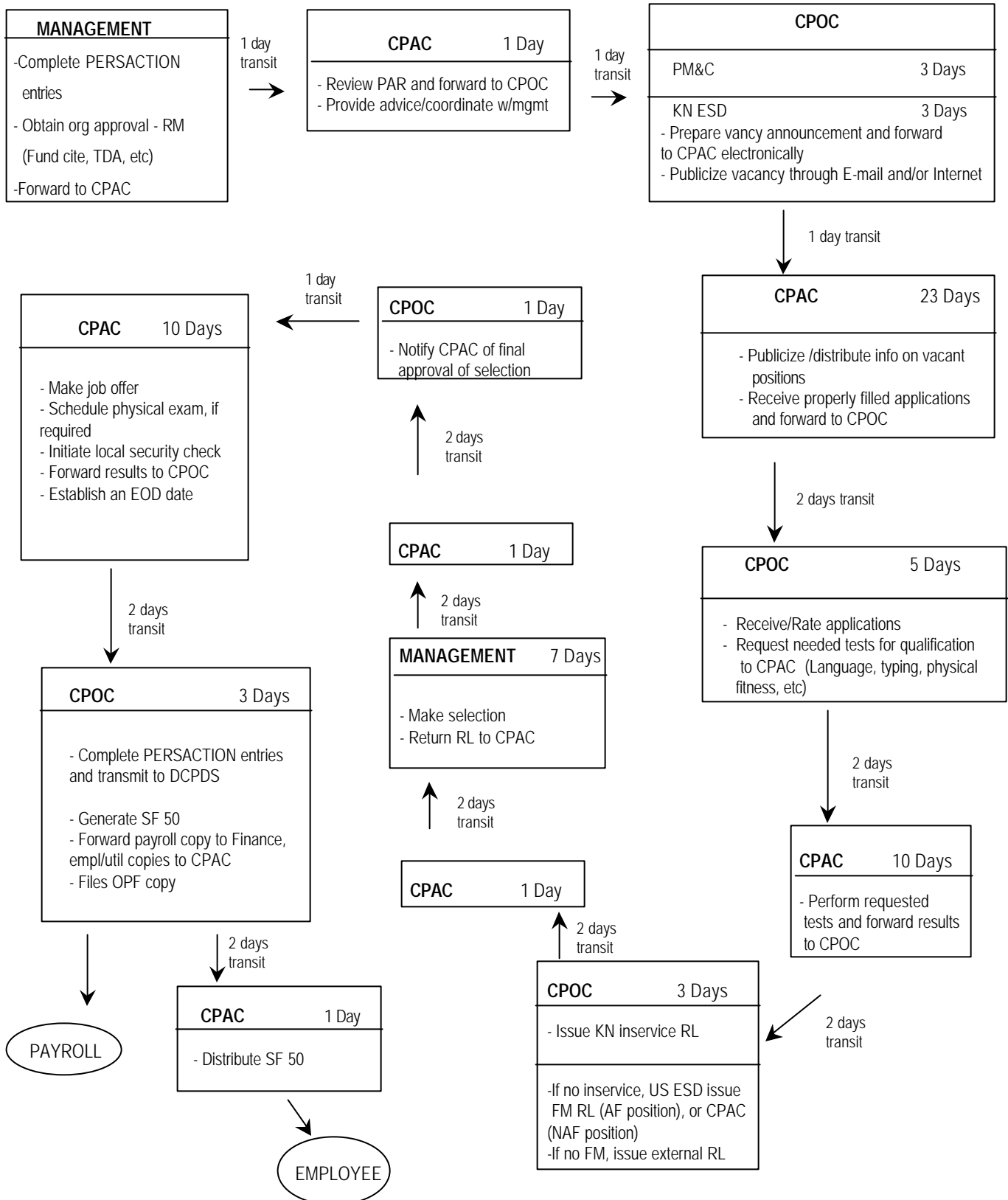
KN ESD BPM 1	Recruitment Action (Open Continuous Announcement)
KN ESD BPM 2	Recruitment Action (Special Announcement)
KN ESD BPM 3	Non-Recruitment Actions
KN ESD BPM 4	Suspense Actions
KN ESD BPM 5	Reduction-In-Force
KN ESD BPM 6	Retirement-Mandatory/Reappointment
KN ESD BPM 7	Resignation
KN ESD BPM 8	Employee In-Processing
KN ESD BPM 9	PCS Order
KN ESD BPM 10	Post Pass
KN ESD BPM 11	Employment Verification
KN ESD BPM 12	Medical Insurance Enrollment/Change
KN ESD BPM 13	Pension Plan Enrollment/Change
KN ESD BPM 14	Injury Compensation
KN ESD BPM 15	Change in SCD
KN ESD BPM 16	Step Increase
KN ESD BPM 17	X-ray/Special Medical Examinations
KN ESD BPM 18	Security Check
KN ESD BPM 19	Out-Processing Separating Employees
KN ESD BPM 20	Relocation Allowance
KN ESD BPM 21	Uniform Allowance
KN ESD BPM 22	Tuition Assistance
KN ESD BPM 23	Death Claims
KN ESD BPM 24	Length of Service Awards/Incentive Awards
KN ESD BPM 25	Performance Rating
KN ESD BPM 26	Special Immigration

PERSONNEL ACTION REQUEST (PAR) FOR KN RECRUITMENT ACTION
(OPEN CONTINUOUS ANNOUNCEMENT)



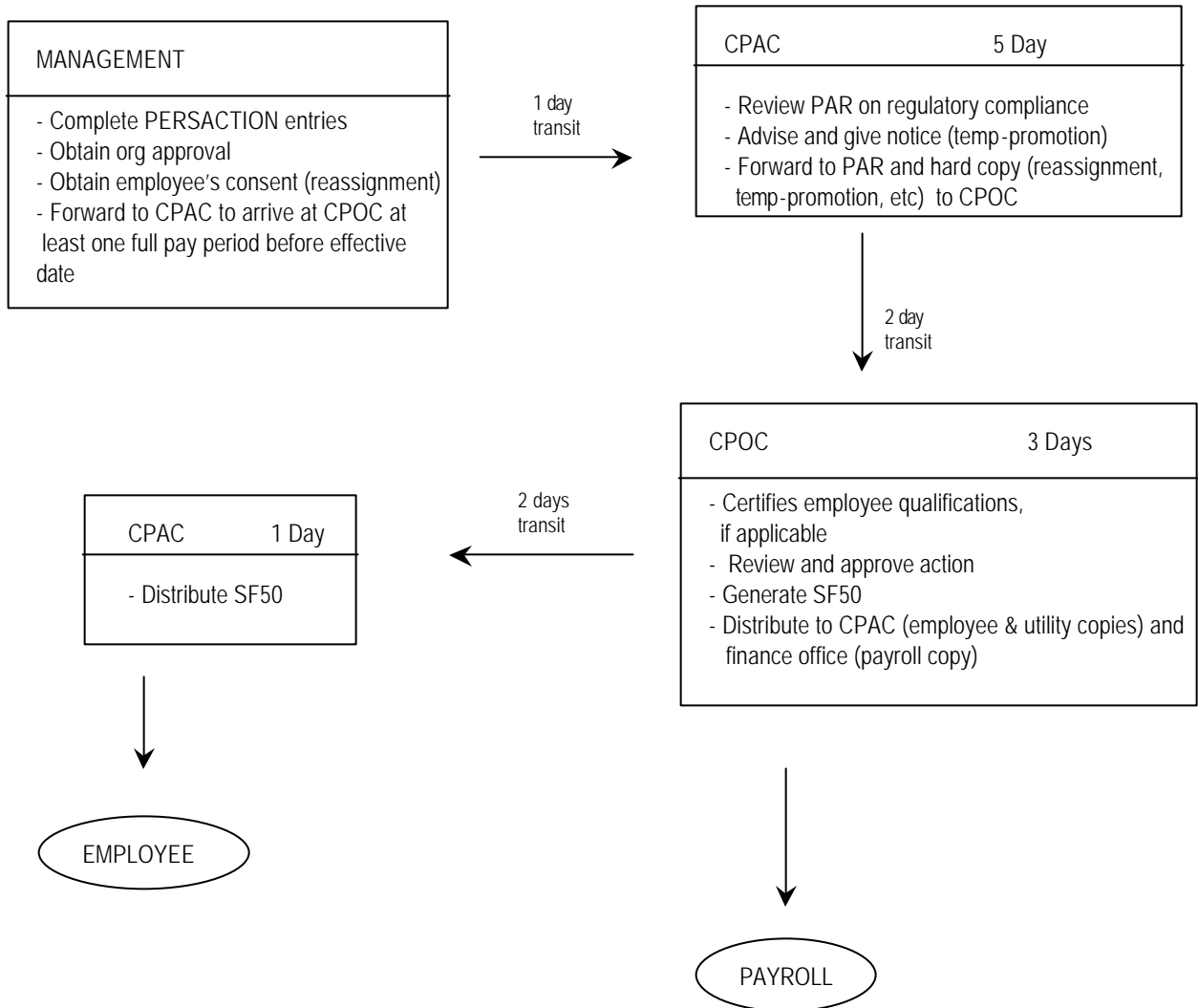
PERSONNEL ACTION REQUEST (PAR) FOR KN RECRUITMENT ACTION

(SPECIAL ANNOUNCEMENT)



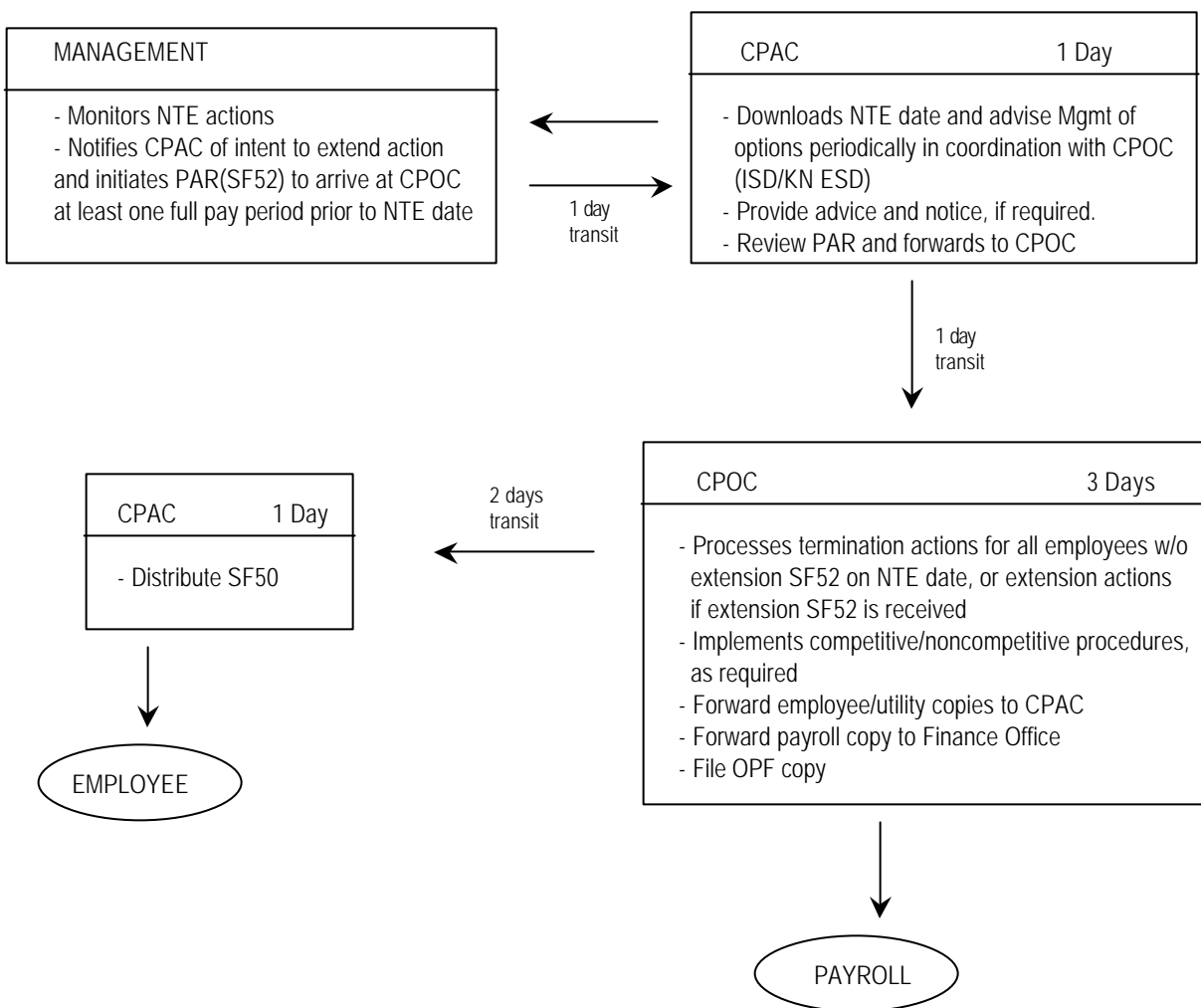
NON-RECRUITMENT ACTIONS

(PROMOTION TO TARGET GRADE, TEMP PROMOTION/DETAIL-NTE 120 DAYS, REASSIGNMENT)

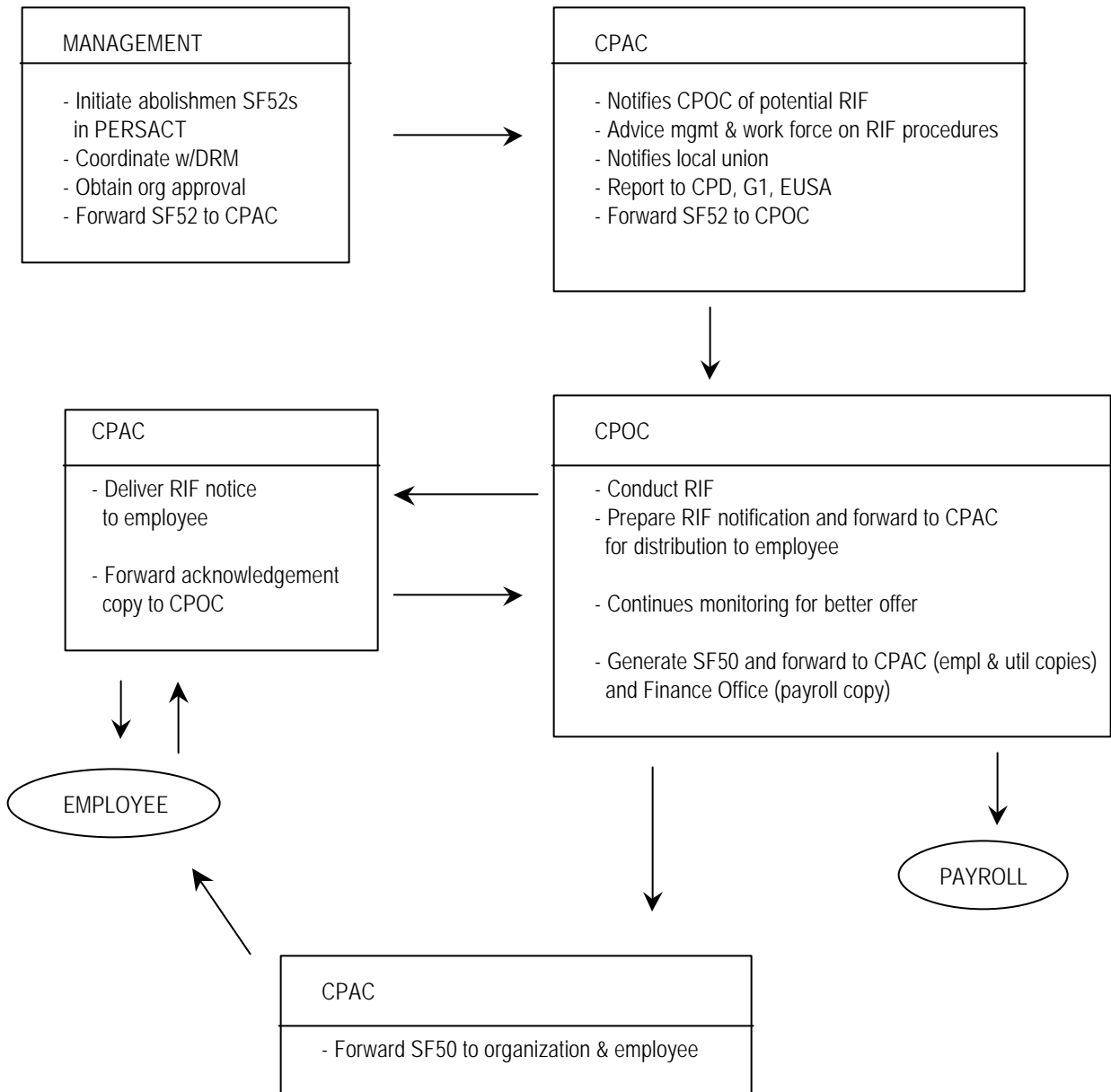


SUSPENSE ACTIONS

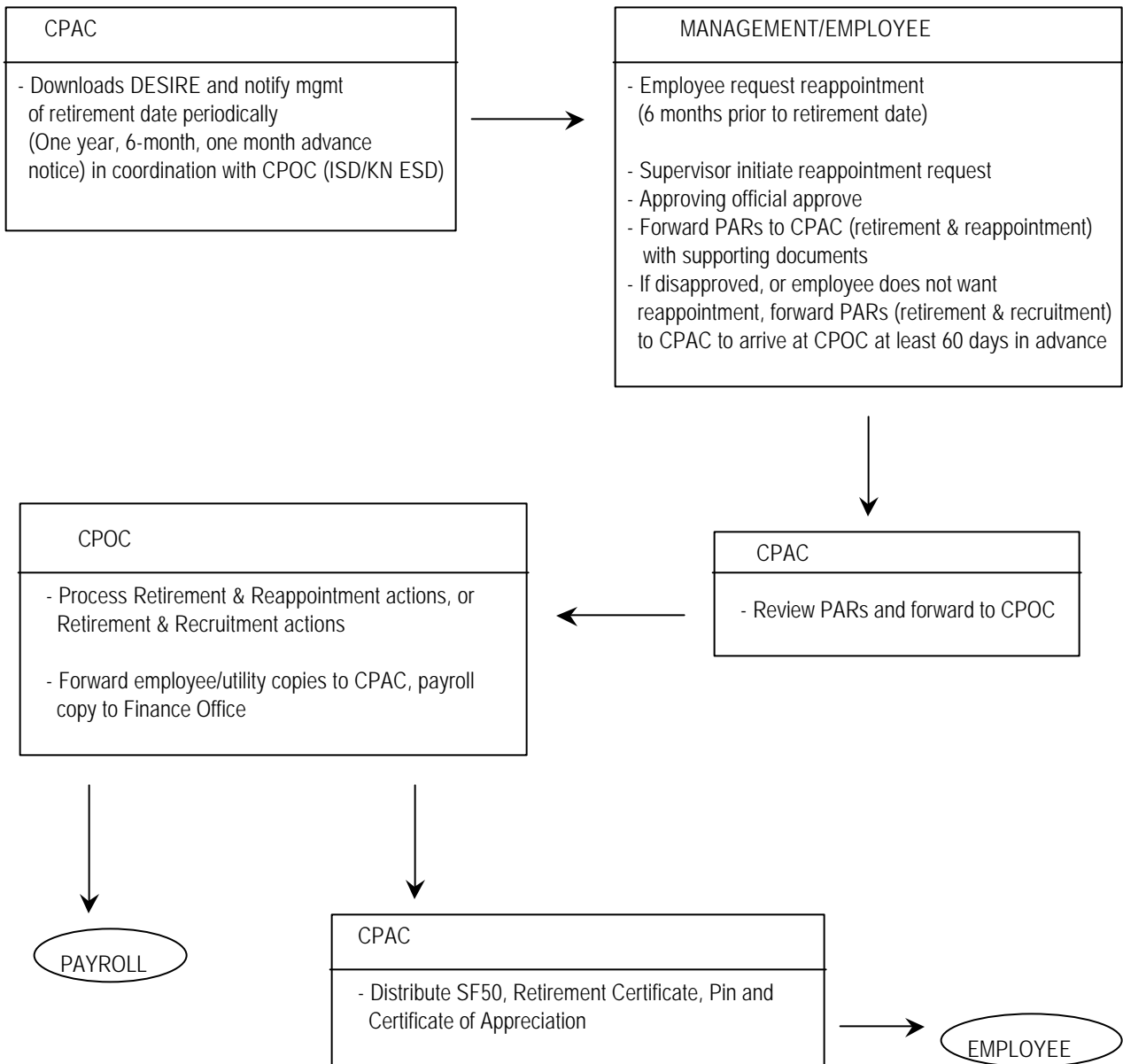
(TERMINATING/EXTENDING NOT TO EXCEED ACTIONS)



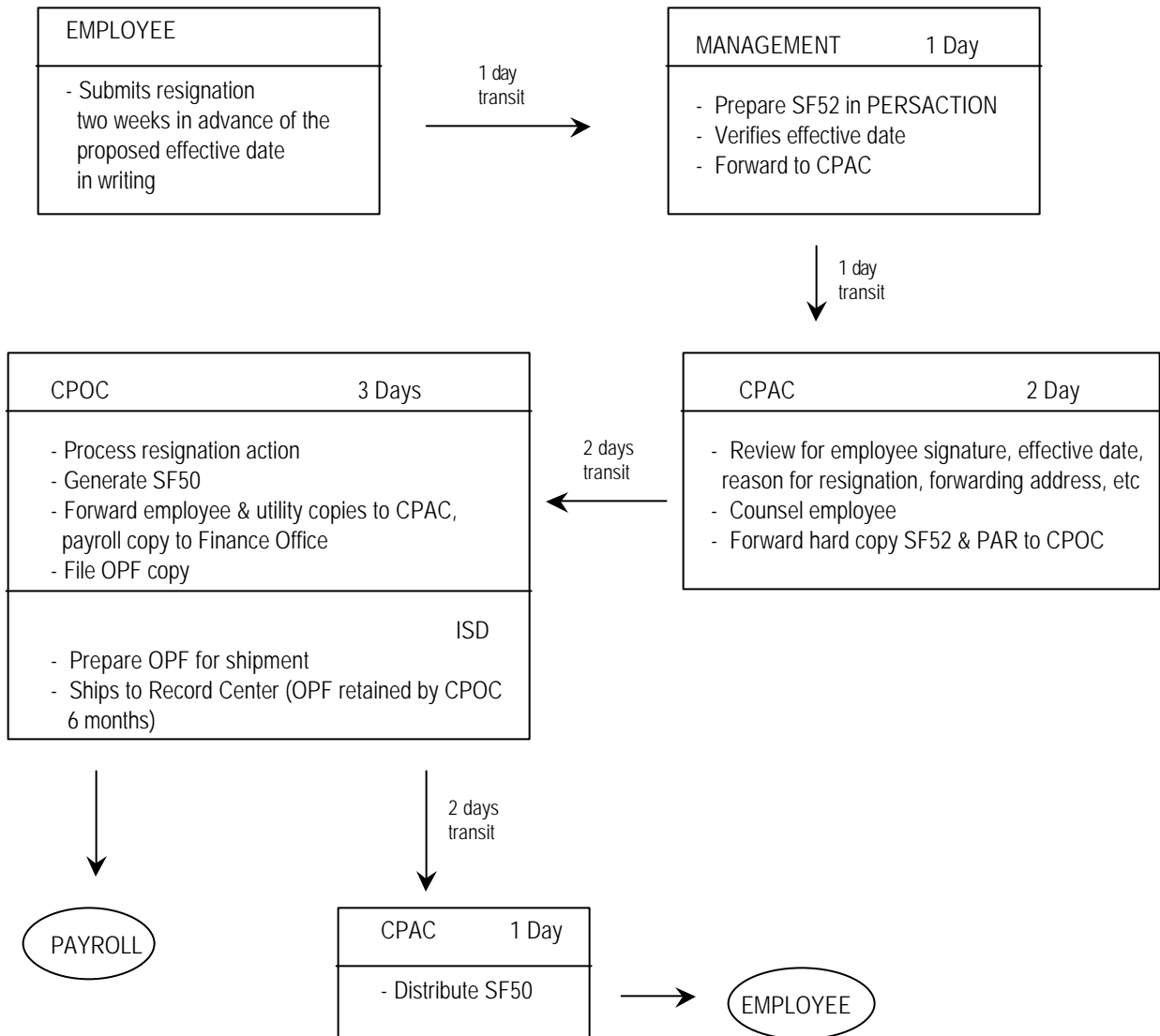
REDUCTION-IN-FORCE (RIF)



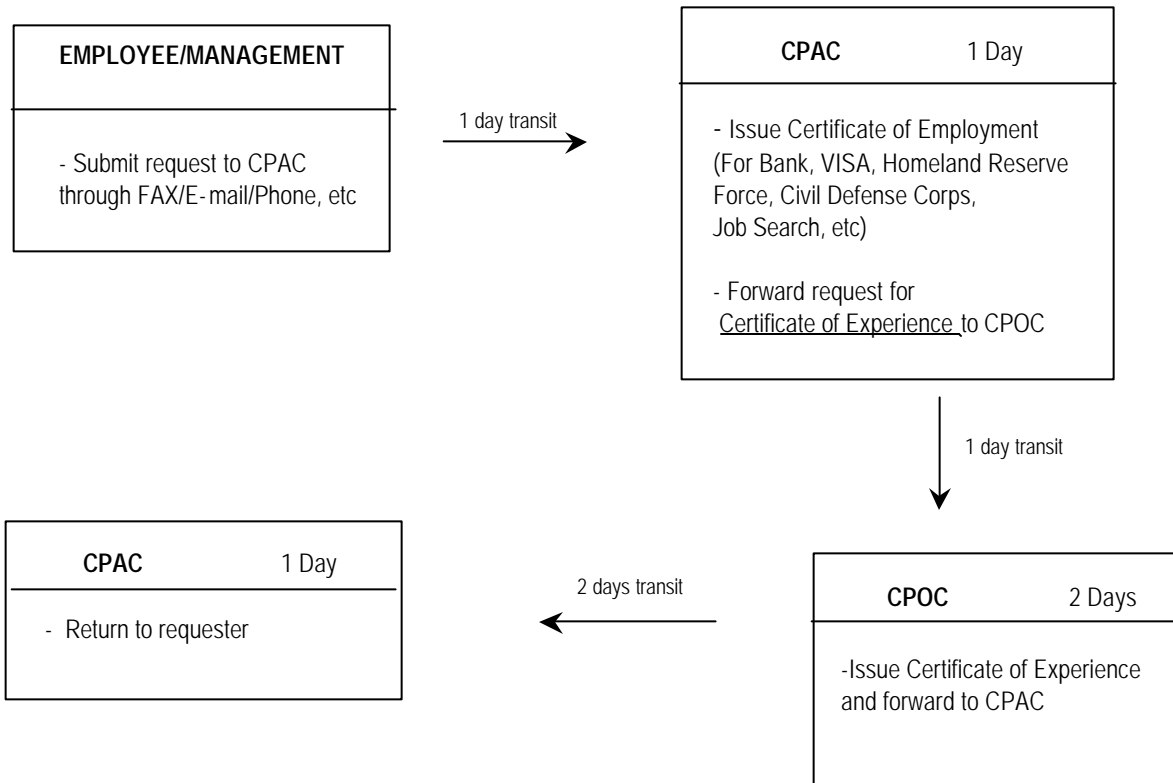
RETIREMENT-MANDATORY/REAPPOINTMENT



RESIGNATION

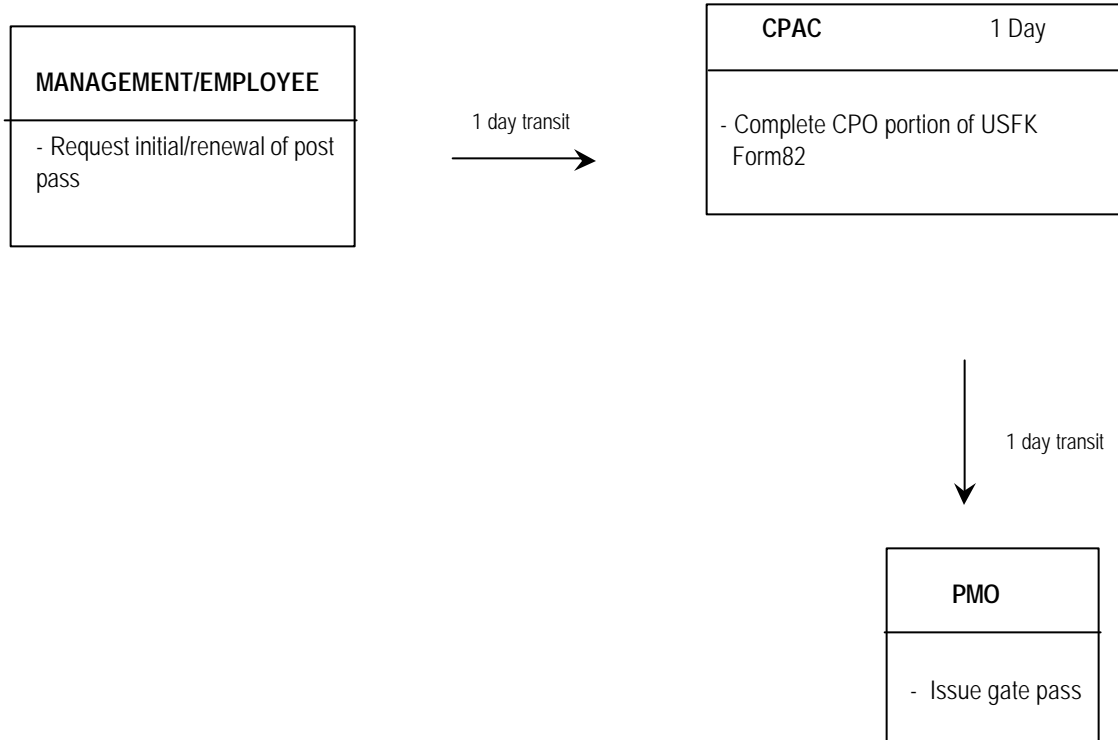


EMPLOYMENT VERIFICATION

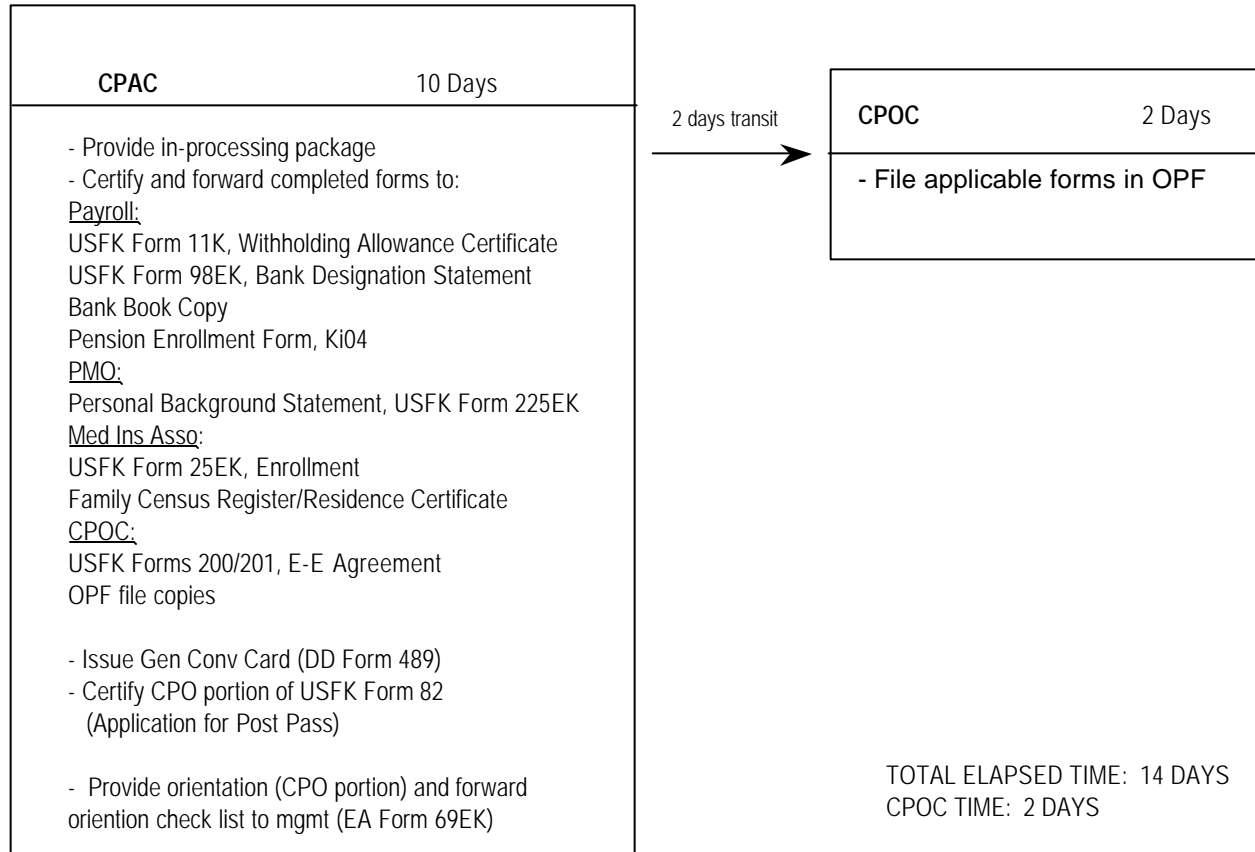


TOTAL ELAPSED TIME: 8 DAYS
CPOC TIME: 2 DAYS

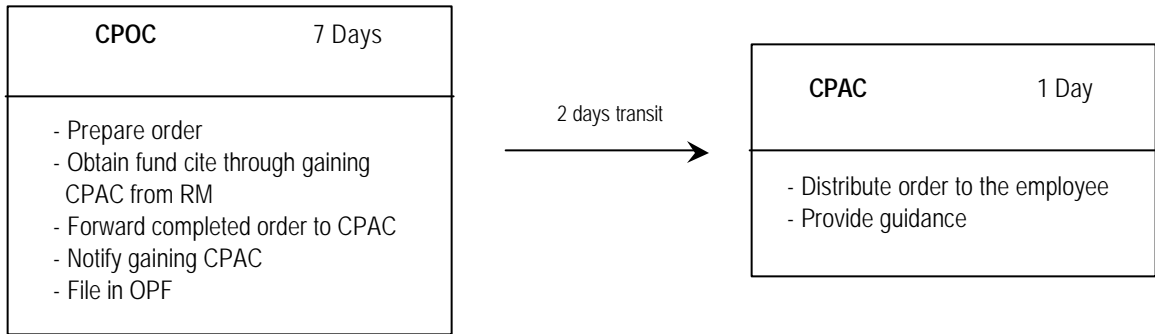
POST PASS



EMPLOYEE IN-PROCESSING

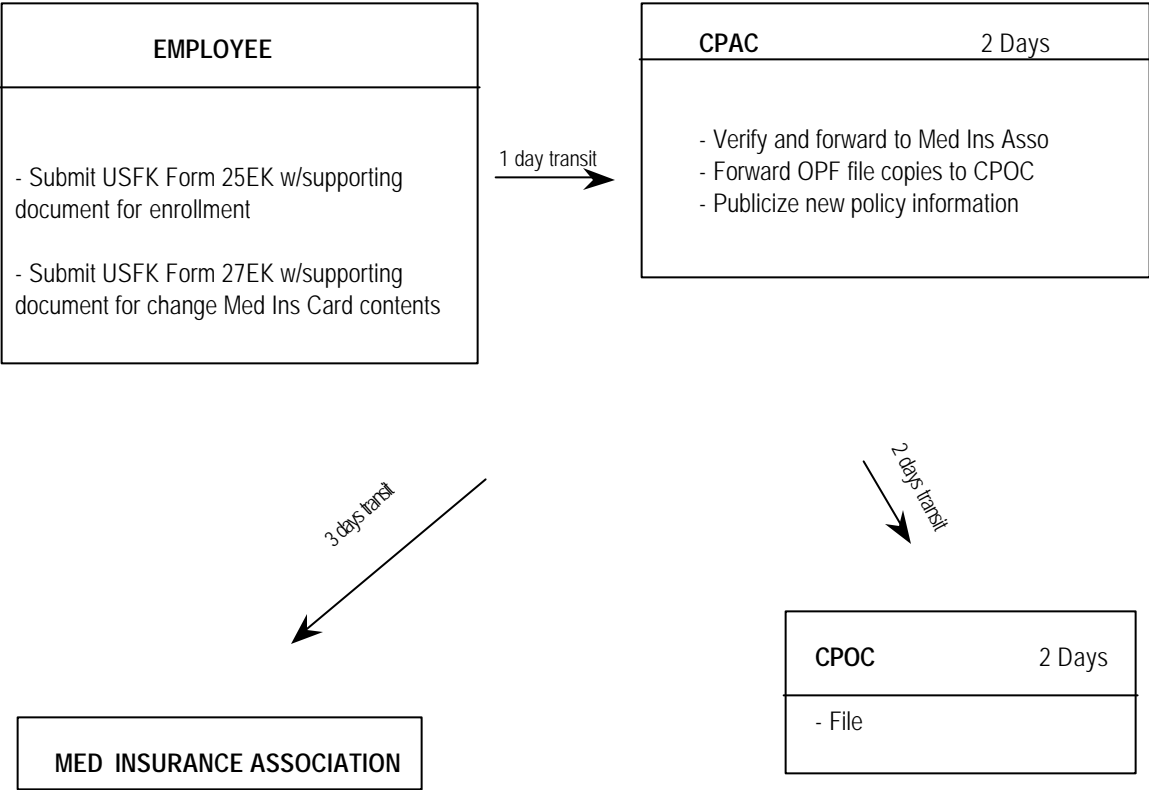


PCS ORDER



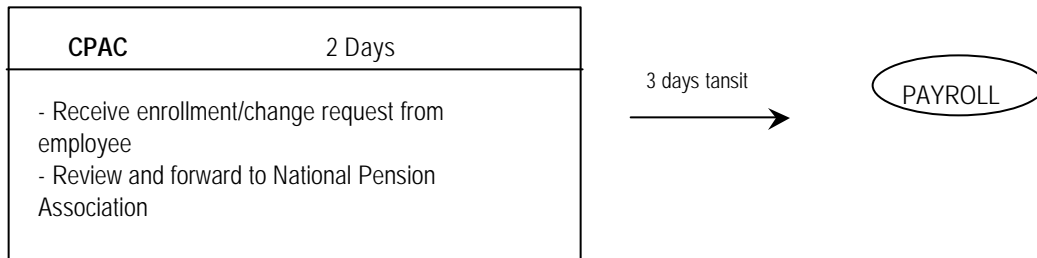
TOTAL ELAPSED TIME: 10 DAYS
CPOC TIME: 7 DAYS

MEDICAL INSURANCE ENROLLMENT/CHANGE
(USFK REG 690-25)

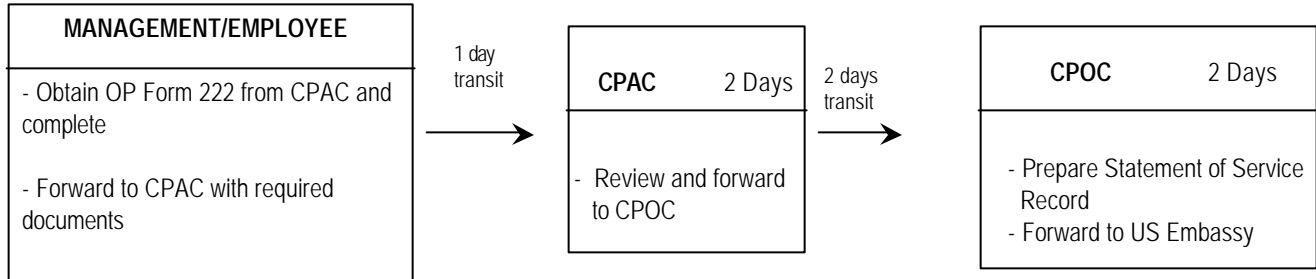


TOTAL ELAPSED TIME: 7 DAYS
CPOC TIME: 2 DAYS

PENSION PLAN ENROLLMENT/CHANGE

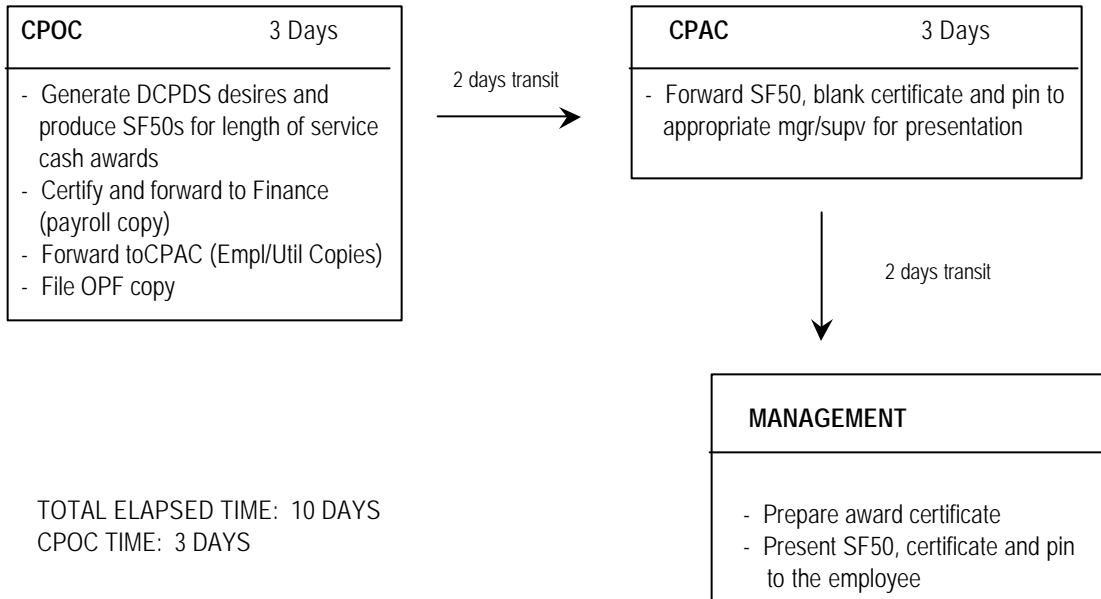


SPECIAL IMMIGRATION

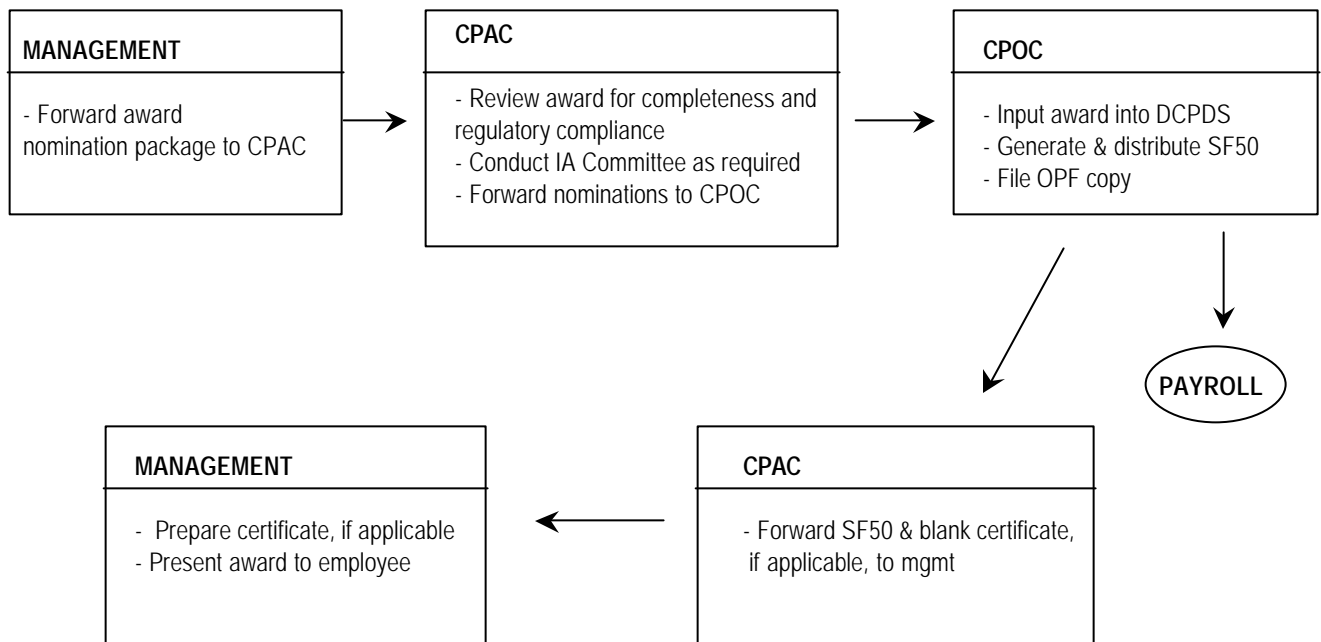


TOTAL ELAPSED TIME: 7 DAYS
CPOC TIME: 2 DAYS

LENGTH OF SERVICE AWARDS

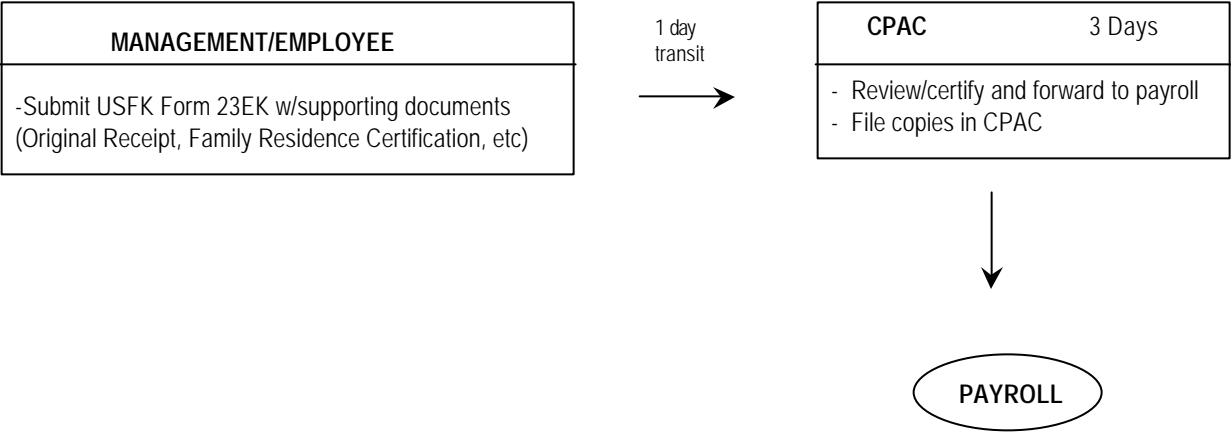


INCENTIVE AWARDS (Special Act/Service, On-the-Spot, Suggestion, Time Off, SSPA)

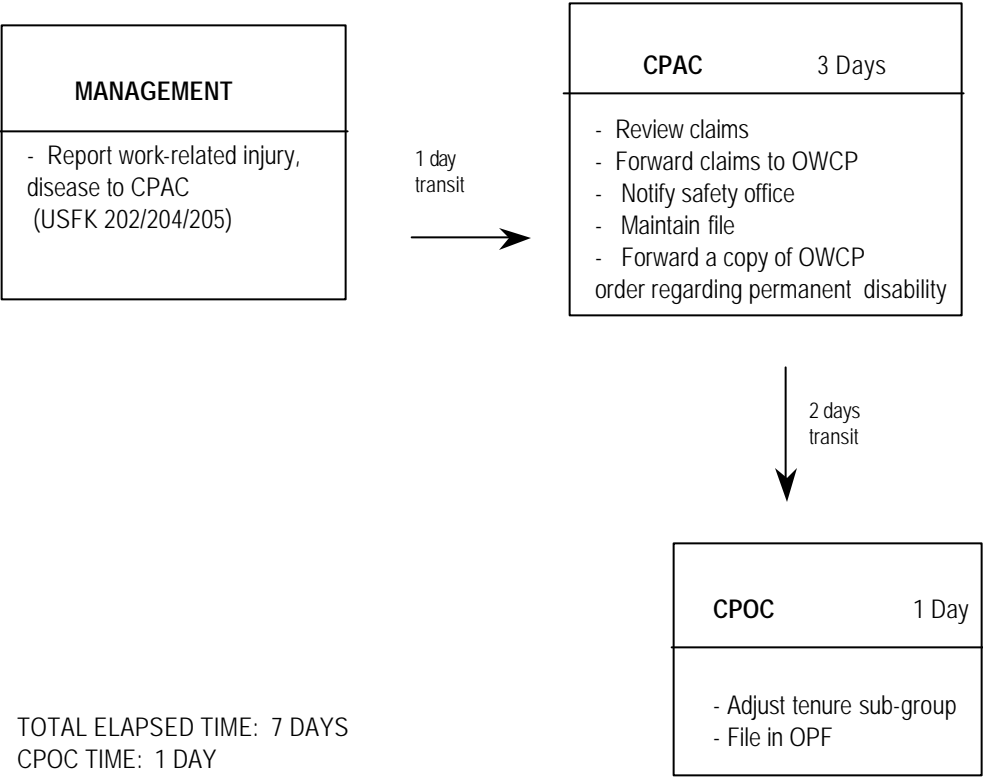


*Honorary incentive awards will be processed in the CPAC. Appropriate OPF file copies should be forwarded to ISD, CPOC for file.

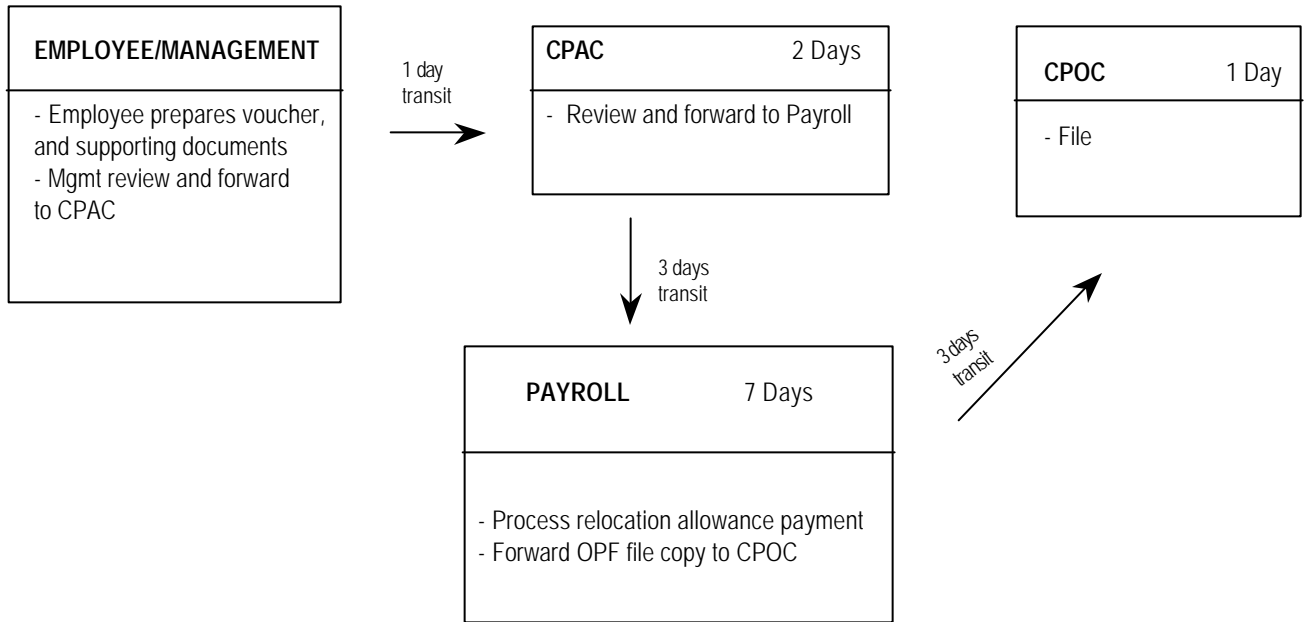
TUITION ASSISTANCE



INJURY COMPENSATION

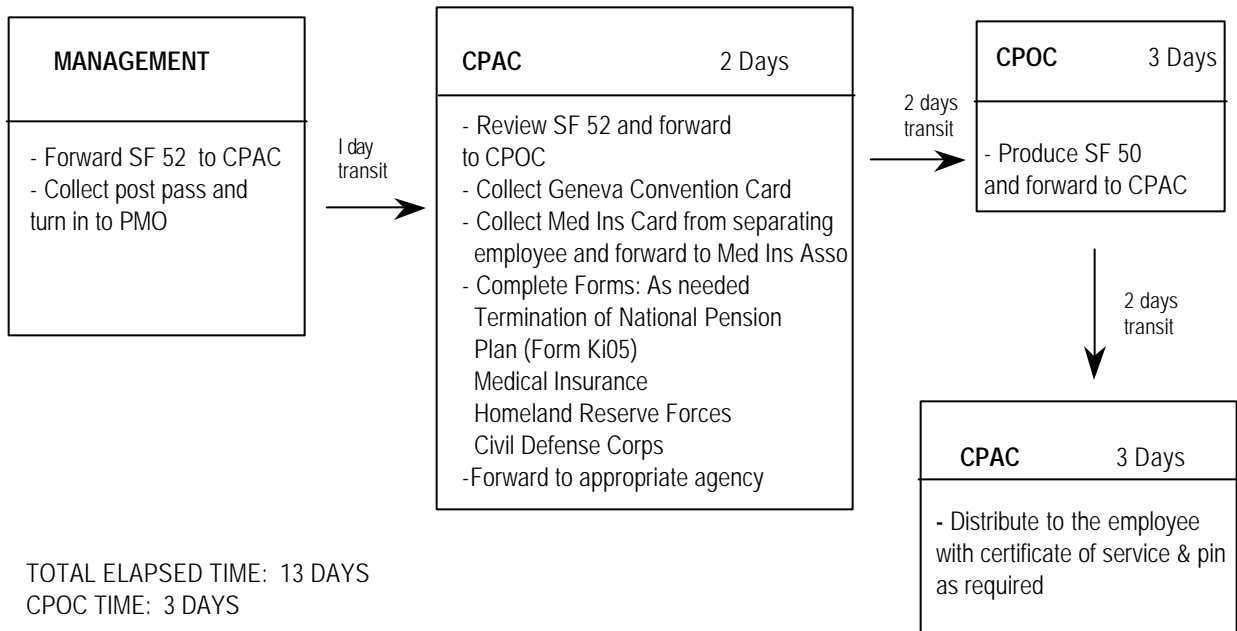


RELOCATION ALLOWANCE

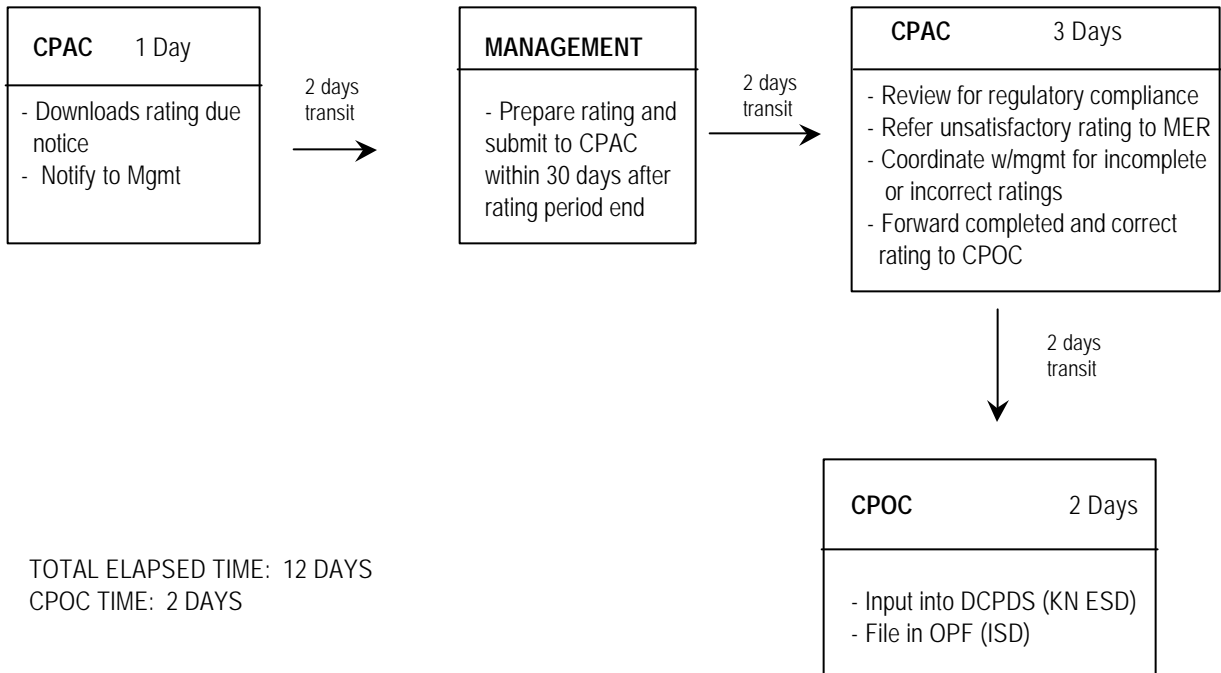


TOTAL ELAPSED TIME: 17 DAYS
CPOC TIME: 1 DAY

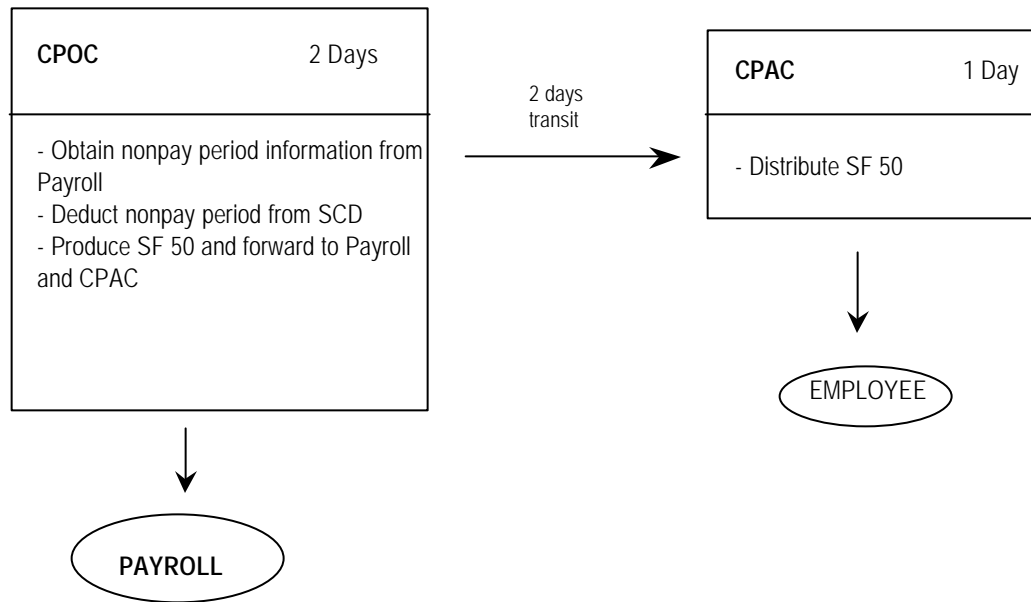
OUT-PROCESSING SEPARATING EMPLOYEES



PERFORMANCE RATING

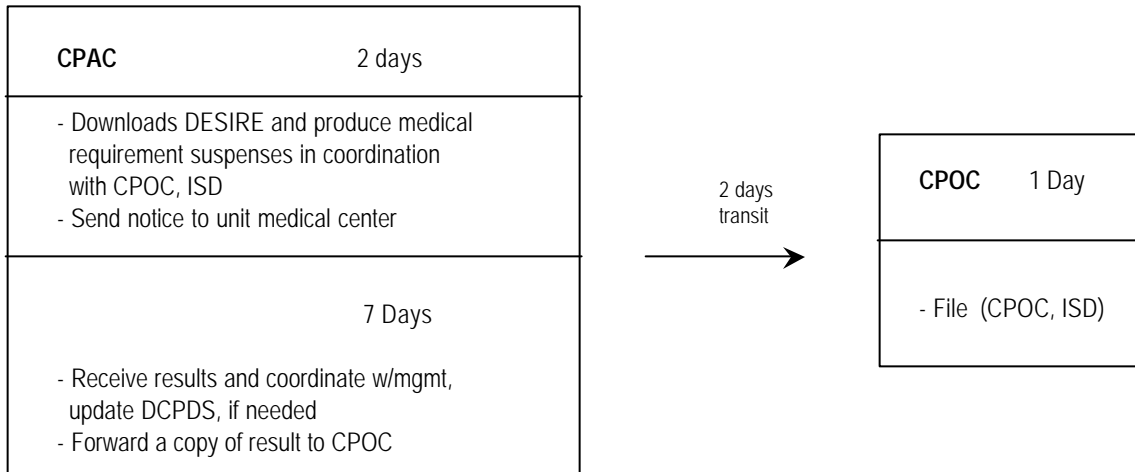


CHANGE IN SERVICE COMPUTATION DATE



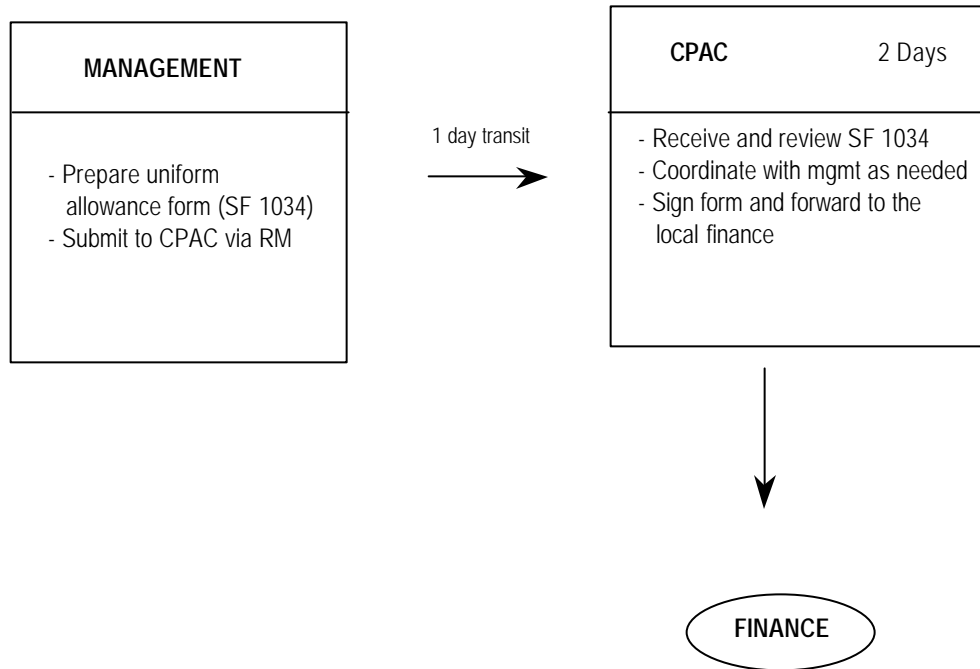
TOTAL ELAPSED TIME: 5 DAYS
CPOC TIME: 2 DAYS

X-RAY/SPECIAL MEDICAL EXAMINATIONS



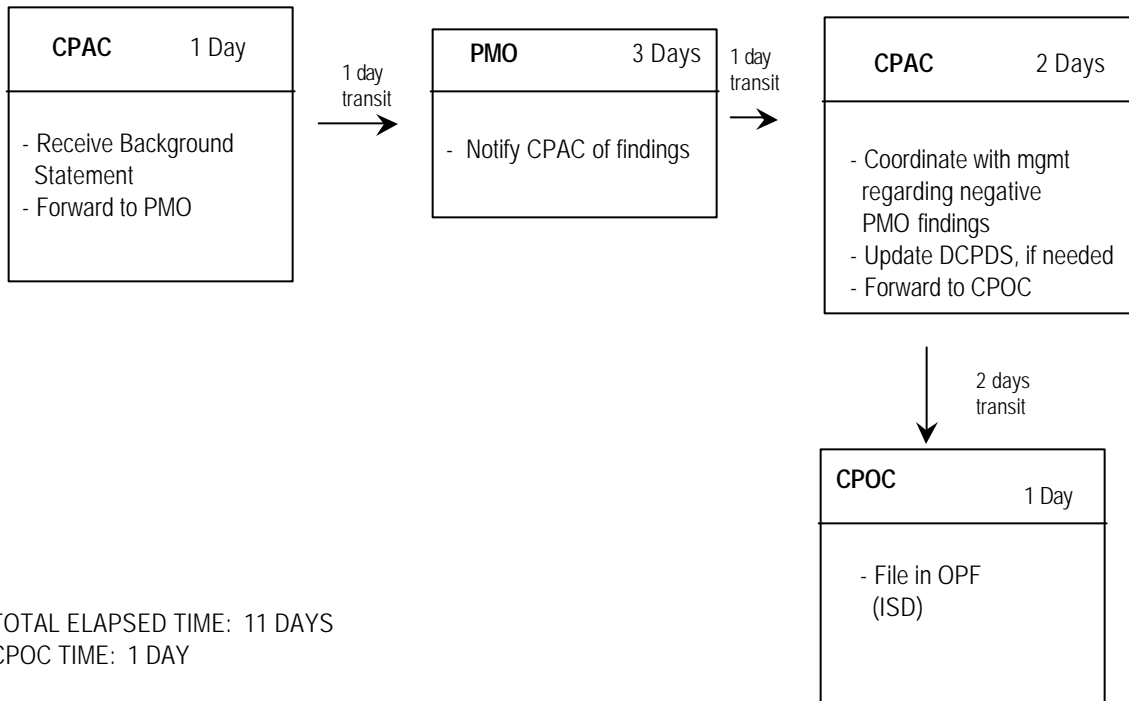
TOTAL ELAPSED TIME: 12 DAYS
CPOC TIME: 2 DAYS

UNIFORM ALLOWANCE

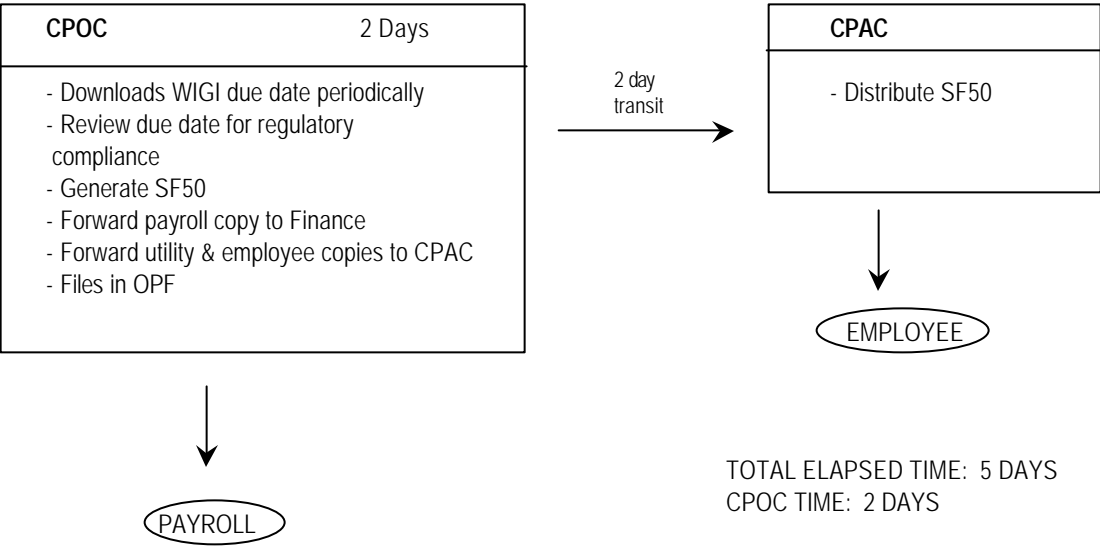


*IAW memorandum, FKCP-LPM, dated 24 Jun 91, subject: EUSA Reg 670-10, Uniform Allowance - KN Direct - Hire Employees, Effective 1 Jan 91, CPAC should continue to certify payment vouchers.

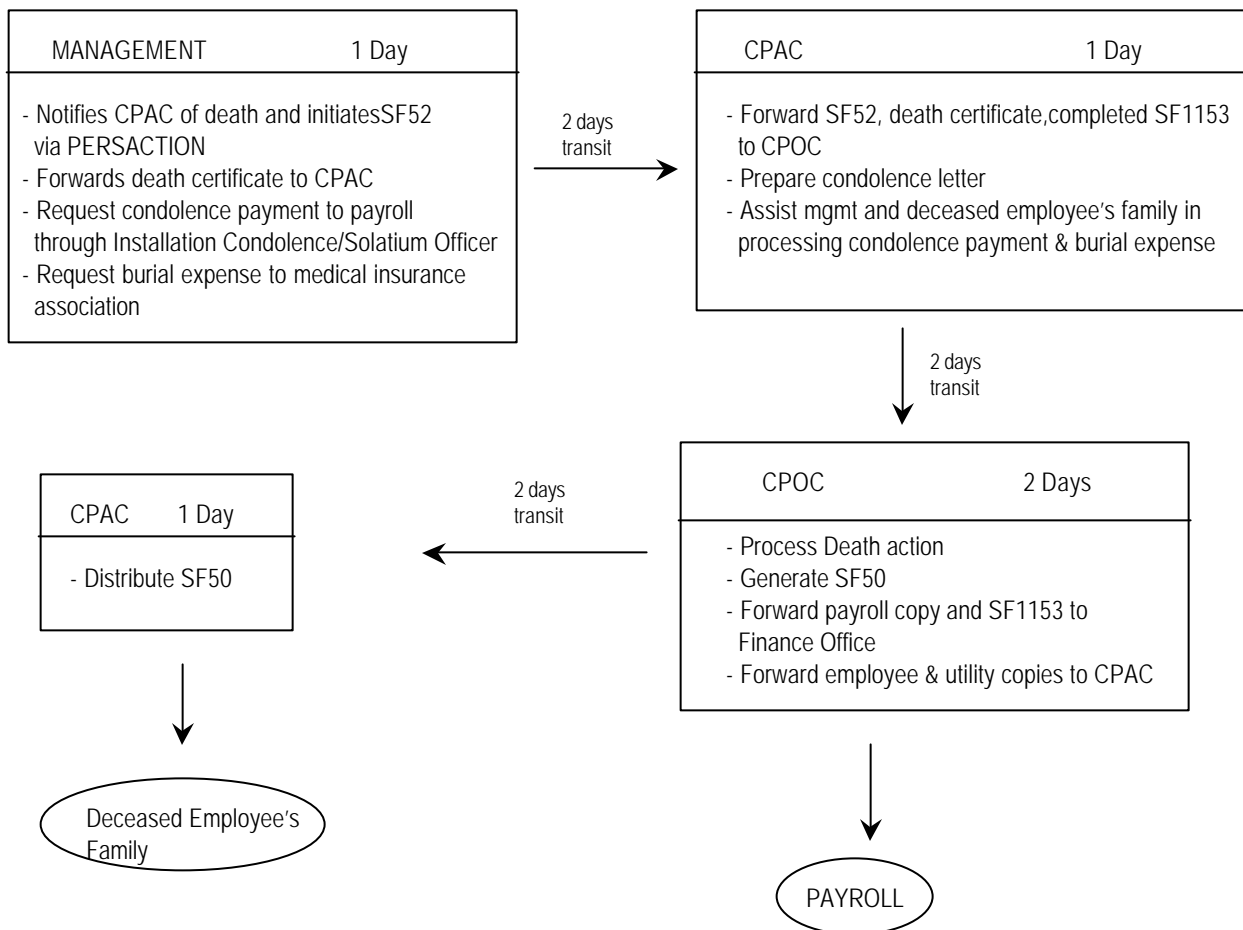
SECURITY CHECK



**STEP INCREASE
(WITHIN GRADE INCREASE)**



DEATH CLAIMS



TOTAL ELAPSED TIME: 11 DAYS
CPOC TIME: 2 DAYS